


VACANCY NOTICE

2003-#05

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>BUSINESS SERVICES SPECIALIST</u>	CLASSIFICATION CODE: <u>00640700</u>
	SALARY RANGE: <u>GR. 318 \$30,884 - \$34,548</u>	REFERENCE POSITION NO.: <u>2360-90100-62</u>
	Department or Agency Name <u>TREASURY</u>	APPLICATION PERIOD: <u>08/25/2003 - 08/29/2003</u>
	Division/Section/Unit <u>EMPLOYEES' RETIREMENT SYSTEM</u>	
	Assignment(s) / Comments <u>UNCLASSIFIED POSITION</u>	
	Shift and Days: <u>MON - FRI: 8:30am - 4:00pm</u>	Job Location: <u>40 FOUNTAIN STREET, PROVIDENCE</u>
	Restrictions/Limitations: <u>NONE</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>XXX</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>COUNCIL 94, LOCAL 2884</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position	<u>See A/B or Both for Specific Instructions</u>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> <i>The title of the position for which you are applying</i> <i>Name of department where you are currently employed</i> <i>Title of your present position and date you entered it</i> <i>Your business telephone number</i> <i>Date you entered State service</i> <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB SPECIFICATIONS.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <u>Education:</u> Such as may have been gained through: <u>Experience:</u> Such as may have been gained through: <u>Special Requirements:</u> SEE ATTACHED JOB SPECIFICATIONS.	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: CATHERINE KING AVILA, DEPUTY TREASURER OFFICE OF THE GENERAL TREASURER 40 FOUNTAIN STREET, 7TH FLOOR PROVIDENCE, RI 02903 email: cavila@treasury.state.ri.us Telephone #: <u>(401) 222-8550</u> Fax #: <u>(401) 222-2212</u> TTY/TDD #: <u>1-800-745-5555</u> (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

UNCLASSIFIED
CLASS TITLE

BUSINESS SERVICES SPECIALIST

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: This position is responsible to assist the ERSRI finance section with the maintenance of the ERSRI fiscal accounting in a number of areas as delegated by the Accounting Manager and Assistant Director Finance.

SUPERVISION RECEIVED: Works under the general supervision of the Accounting Manager or Assistant Director Finance for conformance to established procedures and regulations.

SUPERVISION EXERCISED: None

NATURE AND SCOPE

The incumbent, operating within standard accounting principles, reviews, analyses and interprets data and assembles this data into report format to illustrate findings to the Accounting Manager and Assistant Director Finance. S/he is responsible for compiling and interpreting all computer financial output including general ledger, check registers, general journal, receipts registers, and trial balances.

S/he records deposits, checks, and journal entries affecting cash. S/he is able to analyze and investigate any reconciling items arising from bank reconciliation and system reconciliation and prepares any journal entries necessary for those reconciling items.

The incumbent is also responsible to assist and respond to all employers, government agencies, members and retirees on related account; receivable; disbursement concerns, questions, and discrepancies, assisting them as appropriate to resolve any issues.

To perform accurate and timely calculations related to pension benefits. Such calculations may include (but not be limited to) calculations for benefits such as: pension payments, purchasing of service time, estimated benefit payments, death and survivor benefits, and withdrawal computations.

To maintain the present retiree pension system. In this capacity, this position updates the system with new pensions, name and address changes, beneficiary changes, check changes as well as federal and state taxes and withholding information.

To perform other related duties such as: monthly reconciliation of state, teacher, and municipal pension reports /funds, transfer of funds from one system to another (state to municipal, etc); file federal forms (1099R, etc); verifies pension payroll information upon authorized request of retirees for outside agencies (banks, housing authorities) and transferring of funds and combining accounts; liaison between banks and retirees in situations related to direct deposit of pension payroll.

To process member refunds and member death benefits and to respond to inquiries from members regarding such issues.

In addition, this position is required to assist in the general operation of the Retirement Division and performs various tasks as assigned / directed by superiors; and do related work as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Transact activities relative to A/R and A/P on a timely and accurate basis.

Process data entry of journal entries and report generation as needed.

Perform manual and/or computer control procedures to verify the accuracy of the general ledger, identify discrepancies and troubleshoots to correct problems.

Undertake detailed analysis of discrepancies in monthly bank reconciliation process. Ensure that all reconciling items are resolved on timely basis.

Provide accounting and other support to the ERSRI finance section, including tasks for the Accounting Manager and Assistant Director Finance.

Assist Administrative Aides to resolve any accounting related issues.

REQUIRED QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGE, SKILLS, CAPACITIES: This position is best served by an individual with an undergraduate courses in accounting and demonstrated financial and/or accounting experience, strong computer skills, and excellent interpersonal skills. Attentiveness to detail and accuracy are imperative. Above-average tact and strong customer service skills are required to interact effectively with all employers, members, retirees and various intra/inter-governmental departments. Excellent organizational skills, maturity, professionalism and confidentiality are required at all times.

EDUCATION AND EXPERIENCE: Must have at least two years of college or an Associate's degree in accounting with a strong achievement in mathematics / accounting; and experience such as may have been gained through employment in a fiscal capacity such as accountant, bookkeeper, head cashier, accounts payable / receivable clerk, or cash settlement position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

If an applicant is unable to perform any essential job function because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.